Deck the Halls with Good
Governance Best Practices

• Presenter:
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  • New York State Bar Association
Seasonal Wishes

HAPPINESS IS PEACE & QUIET
My Holiday Wish is Engaged
Prepared

???
Open
Engaged
Wow
Distracted

PREPARED
Let’s Shed Some Light on the Subject
“It is better to light one candle than curse the darkness.”

- Orientation
- Shared Expectations
“The plans that we’ve made, walking in a winter wonderland”

Have a plan, a strategic plan
The Center of the Governance Universe

THE AGENDA
PREPARED

“All is calm, All is bright.”
House of Delegates Reports Group

Folders

- House of Delegates Reports Group
  - 2014
  - 2013
  - 2012
    - House Handbook
    - House of Delegates Rules
  - 2015
    - January - NYC
    - March - Albany
    - June - Cooperstown
    - November - Albany
      - November 7, 2015 House of Delegates Materials
  - 2016
    - January - NYC

Folder Contents

- 2016 Association income and expense budget
- Agenda for November 7, 2015 House of Delegates meeting
- August 26, 2015 Executive Committee conference call minutes
- Broome County Bar Association re Death Gamble Report
- Comments from TiCL Section with respect to Professional Discipline Report
- Committee on Professional Discipline Report
- Committee on the New York State Constitution Report
- Committee on Women in the Law Report on FMLA
- Complete set of House of Delegates agenda materials
- COSAC Report re Temporary Practice and Foreign Lawyers
- Financials
- July 23, 2015 Executive Committee conference call minutes
- June 2015 Executive Committee minutes
- June 2015 House of Delegate meeting minutes
- Labor and Employment Law Section re Women in the Law FMILA report
- Mailing cover memo
- New York City Bar Association comments with respect to “Death Gamble”
- November 2015 Bylaws Report
- NYCLA Death Gamble Report
- Treasurer’s Report
- Women’s Bar Association of the State of New York in support of the NYCLA
“Making a list”

A Good Agenda

- Consent Agenda
- Timed
- Who will speak or present the issue
- Action to be taken
  - Informational
  - Approve
  - Accept
- Staff or Cover Memo
“Children listen to hear sleigh bells in the snow”

Opportunities

• Guest speakers, presenters
• What if questions
• Liaison updates
• Revisit the strategic plan
• Community partners
“Checking it Twice”

- Dry run on controversial issues
- Scheduling resolution
- Rules of Engagement
- Devil’s Advocate/Curmudgeon
- Big picture reports with trends
  - Membership
  - Engagement
  - Revenues
- Executive Director and Other Staff Reports
“Won’t You Guide My Sleigh Tonight”

Staff or Cover Memo

- Vote of the committee, section or entity presenting the report
- Who had input into the report? Was it circulated and to whom?
- What are the pros and cons?
- Draft motion

Run through the agenda with the presiding officer and other presenters
“Jingle Bell Time is a Swell Time.”

- Project the agenda on a screen/monitors along with any motions
- Feed ‘em
- Ask: What are we missing?
- Time Keeper from the Board
- Take a break
- (Go to BLI)
“Gonna Find Out Who is Naughty and Nice.”

Minutes
- Prompt
- Brief-Action
- Robert’s Rules

Check List
- Who wasn’t at the meeting that needs to know what happened promptly

Debrief
Evaluate
Some Final Thoughts

FESTIVUS

It is now time for the Airing of Grievances
Thank you for participating in today’s session!

Reach Elizabeth via her website at: ederrico@nysba.org

Access session materials and other webinar registration online at www.nabenet.org

Questions? Contact Rebecca at: rebecca.green@americanbar.org